

## ***Services/Activities Inventory***

Department: Police

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

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1. Respond to calls from citizens in reference to crimes or public service.
2. Effect arrests as required.
3. Investigate traffic crashes.
4. Enforce traffic statutes and enhance roadway safety.
5. Testify in criminal and civil court.
6. Collect physical evidence at crime scenes.
7. Write various types of reports.
8. Interview suspects and witnesses.
9. Investigate drug complaints.
10. Investigate criminal complaints.
11. Conduct police functions relative to homeland defense initiatives.
12. Locate and arrest persons on warrants and mental hygiene legal process.
13. Enforce animal ordinances.
14. Dispatch calls for service for police, fire and rescue, and other County departments.
15. File incident reports, accident reports, and arrest data.
16. Enter warrant information into databases.
17. Track and store physical evidence.
18. Process accounts payable.
19. Coordinate crime prevention efforts.
20. Support community policing efforts.
21. Collect data and submit monthly Incident Based Reporting information as required.
22. Recruit personnel for Department positions.
23. Create policies that meet CALEA requirements.
24. Train on policies.